

DEFINITIVE PLAN CHECKLIST

This checklist is intended to supplement, not to supersede, the existing West Boylston Subdivision Regulations. Any inconsistency between the information on this list and those regulations should be resolved in favor of the regulations.

1. APPLICATION

A Definitive Plan is properly submitted when the Planning Board receives, at one of its regularly scheduled meetings:

- ☐ One properly completed Form B (Consult Section V.A.1.a)
- ☐ One plan (see above for contents) printed on a mylar transparency sheet, and eight (8) contact prints of the plan (Consult Section V.A.1.b)
- ☐ One properly completed Form D (Consult Section V.A.1.c)
- ☐ An abutters list, Form J (see Forms), showing the names and addresses of all abutters to the property included in the Definitive Plan, as determined from the most recent Assessor's list unless the Applicant has more recent knowledge of such abutters (Consult Section V.A.1.d)
- ☐ One properly completed Form K (Consult Section V.A.1.e)
- ☐ Filing fee (see Fee Schedule)
- ☐ Any computer-generated information on a 3.5 inch computer disk (format set by the Planning Board) (Consult Section V.A.1.g)

To be filed with the Board of Health:

- ☐ A copy of the Form B filed with the Planning Board (Consult Section V.A.2.a)
- ☐ Three (3) contact prints of the Definitive Plan filed with the Planning Board (Consult Section V.A.2.b)

2. NOTICE TO THE TOWN CLERK & OTHER TOWN AGENCIES

Deliver by hand or send by certified mail or by registered mail written notice to the Town Clerk that the Definitive Plan has been submitted to the Planning Board. (Consult Section V.A.3)
The written notice shall specify:

- ☐ The original of the Form B filed with the Planning Board (Consult Section V.A.3)

- ☐ The date the Definitive Plan was filed with the Planning Board (Consult Section V.A.3.a)
- ☐ A description of the property to which the Definitive Plan is related, sufficient for identification thereof (Consult Section V.A.3.b)
- ☐ The name and address of the owner of such property (Consult Section V.A.3.c)

Submit a copy of the written notice given to the Town Clerk and the Form C filed with the Planning Board, and a signed copy of Form M (See Forms) to: (Consult Section V.A.4.a-j)

- ☐ The Water Commission
- ☐ The Superintendent of Streets and Parks
- ☐ The Fire Chief
- ☐ The Police Chief
- ☐ The Conservation Commission
- ☐ The Inspector of Buildings
- ☐ The Town Engineer
- ☐ The Manager of the Municipal Lighting Plant
- ☐ The Board of Selectmen
- ☐ The Sewer Commission

NOTE: If any Town official or agency to whom notice is required to be given by this section requests copies of the plan, the Planning Board may require the Applicant to submit the plan to such Town official or agency. If the plan pertains to property subject to protection under the Watershed Protection Act, St. 1992, c.36, codified at M.G.L. c.92, §§104, 107A, 108, 113 and 113A, the Planning Board may request the Applicant to submit the plan to the Division of Watershed Management of the Metropolitan District Commission 180 Beaman Street, West Boylston, MA 01583.

3. THE CONTENTS OF THE DEFINITIVE PLAN .

- ☐ A map of the vicinity (Consult Section V.B.1)

- ☐ The plan, prepared in black ink upon mylar transparency sheets (Consult Section V.B)
- ☐ The proposed locus plan, north point, date, scale, legend, and the title "Definitive Plan" (Consult Section V.B.2)
- ☐ The names and addresses of the record owner or owners of the property shown on the plan and the Applicant, if not the owner (Consult Section V.B.3)
- ☐ The date or dates of acquisition of the property (Consult Section V.B.3)
- ☐ All deed references (Consult Section V.B.3)
- ☐ The Town Assessor's sheet number and parcel number for the property (Consult Section V.B.3)
- ☐ The name, signature and appropriate seal of the engineer or land surveyor who prepared the plan (Consult Section V.B.3)
- ☐ All property boundary lines adjacent to the proposed subdivision (Consult Section V.B.4)
- ☐ Zoning information (Consult Section V.B.5)
- ☐ Existing and proposed easements, covenants or restrictions applying to the property, together with a statement of the purpose thereof, including setbacks and other dimensional requirements set forth in the West Boylston Zoning Bylaw (Consult Section V.B.6)
- ☐ Existing and proposed topography (Consult Section V.B.7)
- ☐ The location of all significant, permanent, existing or proposed property features (Consult Section V.B.8)
- ☐ Such points or boundary markers as were found in the traverses and/or perimeter surveys after a thorough search has been made (Consult Section V.B.9)
- ☐ Information on existing and proposed boundaries of streets (Consult Section V.B.10)
- ☐ The names, location, and present widths of all streets within 500 feet of the proposed subdivision (Consult Section V.B.11)
- ☐ Proposed lot lines within the property shown on the plan, with approximate areas and dimensions, including frontage, of such lots, and a number on each lot (Consult Section V.B.12)

- ☐ Evidence that each lot on the plan, or altered by it, will have the requisite area and frontage required by the West Boylston Zoning Bylaw (Consult Section V.B.13)
- ☐ Reference to any required documents such as the vote, covenant, easements deeded to the Town, etc. shall be inscribed on the plan (Consult Section V.B.14)
- ☐ Suitable space to record the action of the Planning Board, including space for reference to any considerations or limitations of approval, the date, the signatures of the members of the Planning Board, and the Town Clerk's certificate of no appeal (Consult Section V.B.15)
- ☐ The location and boundaries of any land subject to the protections of the *Wetlands Protection Act*, c.131, §40, as amended by the *Rivers Protection Act*, St. 1996, c.258, or the *Watershed Protection Act*, St. 1992, c.36, codified at M.G.L. c.92, §§104, 107A, 108, 113 and 113A (Consult Section V.B.16)
- ☐ The volume of earth to be removed in accordance with the requirements of the Earth Removal Board, or a statement that no earth is to be removed during construction of the proposed subdivision (Consult Section V.B.17)
- ☐ Existing and proposed drainage systems within or in the vicinity of the proposed subdivision (Consult Section V.B.18)
- ☐ Proposed provisions for handling any surface water that drains onto streets adjacent to the proposed subdivision or onto any property not owned by the Applicant, in such a manner as to create drainage problems (Consult Section V.B.19)
- ☐ Street and utility construction plans and profiles for each street (Consult Section V.B.20)
- ☐ The size and location of existing and proposed water mains, sewer lines, storm drains and appurtenant facilities for water, sewer and other municipal services within or in the vicinity of the proposed subdivision (Consult Section V.B.21)
- ☐ Detail drawings (Consult Section V.B.22)
- ☐ Construction details of appurtenances, structures, and/or utilities and other pertinent information, as approved in conjunction with the approval of the Definitive Plan (Consult Section V.B.23)
- ☐ A plan for the control of erosion and sedimentation (Consult Section VI.L)
- ☐ Maintenance plan (Consult Section V.B.25)

- ☐ A sketch plan showing a possible or prospective street layout for such adjacent land (Only necessary if the Applicant owns or controls unsubdivided land adjacent to the property shown on the Definitive Plan. This sketch plan may be submitted on a separate sheet from the Definitive Plan.) (Consult Section V.B.26)